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TO : Chief, Administrative Services

DATE: 11 May 1951

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - April 1951

The following report of activities of the Transportation Division during the month of April is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



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172 local hauls in and around Washington

2. Que Building Motor Pool Operations:

766 total trips made
36.4 average number of trips per day
9301 total miles operated
442.9 average miles per day
5.7 average number of cars in pool per day
12.1 average miles per trip
55.2 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
February	8,649	490	355.2
March	8,563	482	389.2
April	9,301	766	442.9

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 20,060 passengers, an average of 955.2 per day.

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3. Following is a report of the activities of the Garage:

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During the month nine (9) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs - 37
*Labor - \$783.35
Parts - \$772.96

Repair Jobs Performed Outside - 7
Labor - \$93.65
Parts - \$24.66

Maintenance Work - 65
*Labor - \$690.25
Parts - \$14.53

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)
Cars washed - 231
Cars lubricated - 91
Other service jobs - 58

The total value of labor performed by the mechanics in the garage during the month was \$1473.60, compared with their salaries of \$1021.00, indicating a saving of \$452.60. The value of labor performed by the Mechanic's Helpers was \$849.85, compared with salaries of \$816.64, indicating a saving of \$33.21, an overall saving of \$485.81 for the month.

During the month the Transportation Division hauled 2,394 cases, total weight, 376,145 pounds, to the various ports and air terminals for export shipment.

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4. Fifty-two (52) passenger cars operated 53,614 miles; thirty-three (33) trucks operated 32,604 miles; while five (5) buses operated 12,893 miles, a grand total of 99,111 miles. STATINTL

5. Volume of work and flow of personnel through the of the Transportation Division was as follows:

Rail Reservations
Airline Reservations
Steamship Reservations
Hotel Reservations

Fare Quotations
Persons Processed overseas
Domestic Travelers
Transportation Requests

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